

## **CONFIDENTIALITY**

The Naval Under Fives is a professional Organisation and as such it is incumbent upon all who are involved, whether as Staff, Trustees or Voluntary workers, to respect the privacy of both individuals and the Organisation.

All Staff and Volunteers have signed a Confidentiality form and is displayed in the Setting.

Discussions regarding the Children or group should be held only between relevant people and at appropriate times. Discussions with Parents / Carers should be held in private.

At no time should a Child be identified by name or physical characteristics, outside a Setting, either verbally or in written work e.g. in folders for qualifications.

Information regarding the Children should be kept appropriately and care taken when displaying photos or information.

Photos and other details intended for publication must be approved by the Parent / Carer and the appropriate form signed.

Confidentiality is expected to be maintained during and after an individual's association with the Naval Under Fives.

Any member of Staff reported to be identifying a child, Parent / Carer or member of the Naval Under Fives Organization on any Social Website e.g. Twitter or Face Book etc., which deems to be a breach in Confidentiality, unruly or encroaching into a person's work or private life, will result with the perpetrator having their employment Terminated from Naval Under Fives.

## **RECORD KEEPING**

Records of attendance and no fees paid are kept in the Settings.

Information about a Child is given to the Parents / Carers when the Child is collected. Urgent information is communicated by phone, if possible, during the session. General progress is reported to the Parents / Carers either at collection time or when Parents / Carers visit the group during the session in order to talk to the Supervisor or Key Person

Each Child has a progress folder, which is updated regularly. Parents / Carers are encouraged to view this in the Child's Setting or at home and include their comments on the records, if the records are taken home, the Parent / Carer will be asked to sign that their child's records are in their possession and if the child's records are misplaced by the Parent / Carer, the Child's Setting will not be held responsible and the child's records will start from the date lost. The complete file will be handed to the Parents / Carers at the Child's leaving in order for it to be passed on to School or new Setting. In some cases, with Parent / Carer's permission, the 'Baseline Assessment' will be passed onto the Child's School.

Naval Under Fives are now progressing into 'Tapestry' which is an on-line Learning Journal for each child in which the Parents/Carers can have access via the internet with their own URN (Unique Reference Number). Only Staff from your child's Setting and Parents/Carers can have access to the child's progress files. This will be very useful for Parents/Carers serving away, they will be able to access their child's progress via their Tablet or Android. Naval Under Fives will be using Tapestry via an iPad, this was chosen as Apple have their own built in security for their devices and Apple are always updating.

## **DATA PROTECTION**

Naval Under Fives are registered with ico (Information Commissioner's Office), ref:- ZA141238, which is registered annually on 17<sup>th</sup> September each year.

No records of Children attending Naval Under Fives are kept on computer, photos taken on the Digital Camera are deleted once they have been downloaded and printed for the evidence folders.

Parents / Carers are entitled to view their Child's records and folder work at any time, and to discuss the contents with either the Manager or Child's Key Person.

The only data stored on the Office Computers that concerns Staff is the Payroll Systems, which does not comply with Data Protection. All other personal information is kept in folders which is locked away when Office not in use.

Although all the NUF Settings and the Office have access to a Computer, and our Computers are connected to or have access to the Internet, there is NO children' details kept on these Computers, these Computers have top of the range security fitted.

For access to training courses on line, the Staff uses the Setting's computers or their own home PC. Staffs do not take any memory-sticks, CD's, memory cards or digital cameras used in any of the NUF Settings home to down-load onto their own PC, this is against NUF Policies and could result in the loss of their job. Naval Under Fives will be using Tapestry via an iPad, this was chosen as Apple have their own built in security for their devices and Apple are always updating, this information will not be used on the Setting's computer.